## SOUTH CAROLINA DEPARTMENT OF CORRECTIONS MEMORANDUM

TO:

**ALL WARDENS** 

FROM:

Jon Ozmint, Director

SUBJECT:

PREPARATION FOR THE HOLIDAY SEASON

DATE:

October 12, 2007

This memorandum serves to remind you that the time to start planning for the upcoming holiday season is fast approaching.

As in the past, visitors <u>WILL NOT</u> be allowed to bring food in, but Canteen limits will be increased for the holidays. All inmates eligible for Canteen privileges will have their limits increased. Minimum Out, Minimum Out Restricted, Minimum In, Protective Custody and Death Row Inmates with <u>FULL</u> Canteen privileges will have their limits increased to \$150. Medium inmates with <u>FULL</u> Canteen privileges will have their limits increased to \$60. This increase will be effective from Monday, November 12, 2007, through Friday, December 28, 2007. Special holiday items will be stocked in the Canteens during this time period.

Anyone desiring to send an inmate package may contact Access Securepak at 1-800-546-6283 (telephone), or on the web at www.SouthCarolinaPackages.com. Packages must be ordered from October 1st – November 9<sup>th</sup>, 2007 or postmarked no later than November 2, 2007. All those ordered will be delivered from November 13 – December 7, 2007. There will be a \$100.00 limit for receipt total per inmate (not sender) for food items. Limits on apparel items will be based on quantity authorized by policy.

VISITATION: Additional visiting days have been approved. The dates shown below should be posted for inmates and visitors. Regular weekend visitation refers to the institution's normal visiting hours Friday, Saturday and/or Sunday. Holiday Visitation is to be allowed and times should be posted so that all eligible inmates have equal access. All times will be posted at each institution.

| Thursday Friday-Sunday Wednesday/Thur. Friday-Sunday Monday/Tuesday Wednesday/Thur. Friday-Sunday Monday Tuesday | November 22, 2007<br>November 23-25, 2007<br>December 19-20, 2007<br>December 21-23, 2007<br>December 24-25, 2007<br>December 26-27, 2007<br>December 28-30, 2007<br>December 31, 2007<br>January 1, 2008 | Holiday Visitation Regular Weekend Visitation Holiday Visitation Regular Weekend Visitation Holiday Visitation Holiday Visitation Regular Weekend Visitation Holiday Visitation Holiday Visitation Holiday Visitation |
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PLEASE NOTE: If the visitation room/area becomes full during Holiday Visitation, SCDC Policy OP-22.09, Inmate Visitation will be adhered to and the visitors who have been visiting the longest period of time will be asked to terminate their visit to allow others an opportunity to visit.

During the months of November and December, the eight (8) visit limit will be waived for <u>ONLY THOSE INMATES WITH FULL VISITING PRIVILEGES</u>. Each institution is responsible for developing and posting a schedule to ensure that all inmates have equal visitation access. Please forward a copy of your schedule to the Division of Operations and a copy to the Office of the Inspector General by close of business <u>November 12, 2007</u>. Again, those inmates with limited visiting privileges will not be authorized for any additions; therefore, they may only receive their normal number of allowed visits.

Disseminate this information to your employees and inmate population as soon as possible so that everyone may be aware of the procedures governing holiday privileges. May everyone have a blessed and safe holiday season.

Jon ()zmint

JO:smp

CC: Executive Staff

Division Directors

Ms. Mascio, Office of Inspector General

Mr. Burnett, Financial Accounting Branch

Mr. Diehl, Canteen Branch

RIM Staff

CVC Staff

File